

TOWN OF TELLURIDE LIQUOR LICENSING AUTHORITY PO BOX 397 TELLURIDE, CO 81435 970-728-2159		<h2 style="text-align: center;">APPLICATION FOR A SPECIAL EVENT PERMIT</h2>		CLERKS USE ONLY	
NAME OF APPLICANT ORGANIZATION OR POLITICAL CANDIDATE				STATE SALES TAX #	
MAILING ADDRESS OF ORGANIZATION OR POLITICAL CANDIDATE			ADDRESS OF SPECIAL EVENT LOCATION		
PRES./SEC'Y OF ORG. or POLITICAL CANDIDATE		BIRTH DATE:		PHONE NUMBER	
NAME:					
ADDRESS:		EMAIL:			
EVENT MANAGER, HOME ADDRESS, CITY, ST, ZIP		BIRTH DATE:		PHONE NUMBER	
NAME:					
ADDRESS:		EMAIL:			
HAS APPLICANT BEEN ISSUED SPECIAL EVENT PERMITS THIS CALENDAR YEAR?		YES NO		# PERMITS YTD:	
IS THE EVENT PREMISE LICENSED UNDER STATE LIQUOR CODE?		YES NO		IF YES, LICENSE TYPE:	
PROOF OF POSSESSION OR WRITTEN PERMISSION FOR USE OF THE PREMISES TO BE LICENSED?		YES NO			
LIST BELOW THE EXACT DATE(S) AND TIME(S) FOR WHICH APPLICATION IS BEING MADE FOR PERMIT(S)					
DATE:		DATE:		DATE:	
FROM: TO:		FROM: TO:		FROM: TO:	
ATTENDEES EXPECTED:		ATTENDEES EXPECTED:		ATTENDEES EXPECTED:	
PLEASE PROVIDE A DETAILED DESCRIPTION OF THE NATURE OF THE EVENT(S):					
WHAT ORGANIZATION WILL DIRECTLY RECEIVE FUNDS DERIVED, IF APPLICABLE, FROM THE EVENT(S):					
WHAT FOOD WILL BE AVAILABLE AT THIS EVENT:					
PROVIDE A DESCRIPTION OF THE DRINK MENU AND THE CONTAINER SIZE(S) AND TYPES TO BE USED:					
WHERE WILL ALCOHOL BE STORED BEFORE/AFTER EVENT? (PROVIDE STORAGE PREMISE MAP AND PROOF OF POSSESSION)					
WILL ALCOHOL BE SOLD DURING THE EVENT?		YES NO		WILL ALCOHOL BE DONATED?	
				YES NO	
HOW WILL PATRONS OVER 21 BE IDENTIFIED, (i.e. location of ID check, issuance of stamps or wristbands, etc.) AND WHAT MEASURES WILL BE TAKEN TO PREVENT THE SERVING OF ALCOHOL TO MINORS?					

HOW WILL PREMISE BE CONTROLLED TO ASSURE NO ALCOHOL ENTERS/EXITS THE PREMISE, i.e. LOCATION OF SECURITY, BARRIERS, ETC:

NAMES OF OTHER VOLUNTEERS/STAFF TRAINED IN THE SALE/SERVICE OF ALCOHOL WHO WILL BE ON SITE DURING THE EVENT:

THE FOLLOWING SUPPORT DOCUMENTATION MUST BE ATTACHED TO THIS APPLICATION:

- ☐ **FEE:** \$75/permit if application received 45 days prior to event(s), \$100 between 30-44 days, payable to the Town of Telluride.
- ☐ **PREMISE MAP:** Diagram of the premise outlined in red, reflecting bars, walls, partitions, ingress, egress & dimensions.
Note: If the event is to be held outside, please submit evidence of intended control, i.e., fencing, ropes, barriers, etc.
- ☐ **POSSESSION DOC:** Copy of deed, lease, or written permission of owner for use of the premises.
(If the event is on Town of Telluride property, copy of signed contract required.)
- ☐ **STORAGE PREMISE MAP:** Diagram of storage premise with storage location outlined in red.
- ☐ **STORAGE POSSESSION DOC:** Copy of deed, lease, or written permission of owner for use of storage premise.
- ☐ **LIQUOR TRAINING CERTIFICATION FOR EVENT MANAGER:** Unless already on file, a copy of certification is required.
- ☐ **IRS LETTER OF DETERMINATION - IF NOT ALREADY ON FILE** (Applicable for Non-Profits, not political committees)
- ☐ **NON-PROFIT CHARTER - IF NOT ALREADY ON FILE** (Applicable for Non-Profits, not political committees)
- ☐ **CERT OF GOOD STANDING:** Certificate of good corporate standing (NONPROFIT) issued by Sec of State within last 2 yrs
- ☐ **REPORTING:** If a political candidate, attach copies of reports and statements filed with the Secretary of State

SHOULD THE LICENSING AUTHORITY ISSUE A PERMIT, THE FOLLOWING RULES APPLY:

The permit is for the specific location, date & time identified on the permit and not valid for any other location, date or time.
The permit allows for ON PREMISE consumption of malt, spirituous, or vinous liquors only.
Unauthorized alcoholic beverages are not permitted to be introduced or removed from the licensed premise.
The possession of any alcohol beverage for which the permit holder is not licensed to sell is not permitted.
Service, consumption, possession and storage of alcohol must be controlled and maintained to the licensed premise.
The permit is non-transferable.
The following must be posted in a conspicuous place on the licensed area for the general public to observe:

- 1) Special Event Liquor Permit
- 2) Minor Warning Sign
- 3) State and Local Sales and Excise Tax Licenses
- 4) "No Alcohol Beyond This Point"

Persons must be at least 21 years of age to purchase, possess and consume alcohol beverages in Colorado.
Sandwiches or light snacks must be available any time liquor/beer is served.
A TIPS trained server must be present AT ALL TIMES during the event.
It is unlawful for ANY PERSON to sell, serve, give away, dispose of, exchange, or deliver or permit the sale, serving, giving or procuring of any alcohol beverage to a VISIBLY INTOXICATED person.

OATH OF APPLICANT

I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge.

NAME OF APPLICANT OFFICER/DIRECTOR

TITLE

DATE

SIGNATURE OF APPLICANT OFFICER/DIRECTOR